



## How to care for your Chromebook & Accessories

### 1. GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 38 degrees or under 0 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, etc.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks and carrying cases must remain free of any writing, drawing, or stickers. They have been labeled with the inventory tag number that was assigned to you.
- Damage, loss, or theft must be reported immediately.

### 2. CARRYING CHROMEBOOKS

- Keep your Chromebook in the case provided for you when not in use.
- Carry your Chromebook by the HANDLE of the provided case. This will help to avoid it sliding off of your books and dropping.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

### 3. SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

### 4. A/C POWER ADAPTER

- The port on the power adapter is fragile - insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebooks power adapter up so the cords don't become tangled/knotted.

### 5. CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for between 8-10 hours.
- Make sure to plug your Chromebook in each night so that it is fully charged for the morning. There is limited power available at the school and you may not be able to charge it during the day.

### 6. KEEPING YOUR CHROMEBOOK CLEAN

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any windex/household cleaner and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth or bring your Chromebook to the library media center to have it cleaned with a computer cleaning solution.